

*Primary Produce Safety Act 2011*

# FOOD SAFETY MANAGEMENT STATEMENT

## Unaccredited Commercial Egg Producer

**Complete and return this form and any attachments to:**

The Chief Inspector of Primary Produce Safety  
Department of Natural Resources and Environment Tasmania  
GPO Box 44  
HOBART TAS 7001  
Or email to: [foodsafety.enquiries@nre.tas.gov.au](mailto:foodsafety.enquiries@nre.tas.gov.au)

**Enquiries and Assistance:**

Phone: (03) 6165 3777  
Email: [foodsafety.enquiries@nre.tas.gov.au](mailto:foodsafety.enquiries@nre.tas.gov.au)

**This template has been designed for use by small producers producing fewer than 20 dozen eggs per week (equivalent to 50 egg laying birds) and wish to sell/supply eggs to egg businesses, food businesses, markets, or by way of wholesale. If you produce more than 20 dozen eggs per week, please contact the Primary Produce Safety Program at [foodsafety.enquiries@nre.tas.gov.au](mailto:foodsafety.enquiries@nre.tas.gov.au)**

Under the *Primary Produce Safety Act 2011*, 'egg' refers to an egg from any bird species and includes chickens, quails, ducks, turkeys, geese and guinea fowl.

This template is for you to document your business details and shell egg program and is provided as a guide to assist you.

Your Food Safety Management Statement should form part of your overall egg production operation. There is no need to duplicate systems and records that you already have in place, as long as they are recording the required information. If asked by an authorised officer, you must be able to produce evidence that you are complying with the Australia New Zealand Food Standards Code Chapter 4.2.5 Primary Production and Processing Standard for Eggs and Egg Products.

You do not need to complete this statement if you have a recognised industry and commercial quality assurance program operating in your business.

It is recommended you review this statement either annually or if your business details or activities change.

### **Guide to completing your FSMS:**

- The "Activity statements" column lists the activities requiring control to ensure the health of poultry and safe eggs.
- The "Recording guide" column states what records are required.
- You need to complete the "Your records and notes" column, where you describe what you do in **your** business. If not applicable to your business, then record N/A.
- A completed food safety management plan (Page 14-22) is provided as an example to assist you.
- Record keeping sheets are available on the BT Product Integrity website:  
<https://nre.tas.gov.au/biosecurity-tasmania/product-integrity/food-safety/eggs/egg-producer-application-forms>.

**NOTE:** Some local government areas have planning and by-law restrictions on the keeping of poultry and operating a primary production business. Notification of your operation to Biosecurity Tasmania does not exempt you from these legal requirements. You should therefore seek advice from your local Council on any planning, environmental, or other local government restrictions that may apply to your egg production activity.

*This Food Safety Management Statement was produced using resources developed by the Victorian Dept of Environment and Primary Industries (DEPI).*

# Your Food Safety Management Statement

## Business details

Name (first name and family name):				
Address:	Post Code:			
Name of business (if applicable):				
Phone number (s):				
E-mail Address:				
Postal address: (if different from above)				
Type of Laying Birds:	Chicken:	Quail:	Duck:	Other (please specify):
Approximate number:	No.:	No.:	No.:	No.:
Property Identification Code (PIC) if known:				
Property ID No: (as it appears on your Council rates notice)				
Do you intend to sell or supply eggs directly to friends, family, neighbours, and colleagues?	Yes	No		
Do you intend to sell/supply eggs to an egg business, food business, market, or by way of wholesale?	Yes	No		
Do you intend to sell eggs to the public from the production site?	Yes	No		

## Commitment to Food Safety (Must be completed and signed)

All personnel involved in the production of eggs by this business are committed to:

Maintaining a food safety program that:

- a) Complies with requirements of the
  - *Primary Produce Safety Act 2011*
  - Primary Produce Safety (Egg) Regulations 2014,
  - Australia New Zealand Food Standards Code, and
- b) Enables the end product to be of the highest possible standard.

Each page of this food safety management statement has been reviewed by the operator, and current activities are accurately reflected.

Signature(s): \_\_\_\_\_  
Unaccredited Commercial Egg Producer

\_\_\_\_\_  
Unaccredited Commercial Egg Producer

Date: \_\_\_\_\_

Please complete sections 1 to 9

# 1. Inputs

## (a) Feed, water, and litter management

Activity statements	Recording guide	Your records and notes
Feed and nesting materials are purchased from reputable supplier/s.	Record name and address of supplier/s or retain receipts.  <b>Note:</b> Record sheet templates are available on the BT Product Integrity website noted on the instructions page.	
Feed is stored in clean, dry, vermin proof storage area.	Record how often storage equipment is cleaned.  Record how you keep feed stores vermin proof.	
Water supply is clean and fresh.  Water is stored in a clean, enclosed tank (if stored).	Record the type of water supply used (e.g. town, tank, or pond).  Record your standard practice for ensuring a clean, fresh water supply, for example filtration, chlorination etc., if you don't use town water.	
Any other activities relevant to your business?		

**(b) Chemicals**

Activity statements	Recording guide	Your records and notes
Agricultural chemicals are purchased from an accredited supplier.	Record details of supplier/s and product/s or retain receipts.  <b>Note:</b> An approved/accredited supplier record sheet is provided if you wish to use it.	
Veterinary chemicals are purchased from a veterinarian or vet supply shop.	Record details of veterinarian/vet supplier and product/s or retain receipts.  <b>Note:</b> An approved/accredited supplier record sheet is provided if you wish to use it.	
Use of agricultural and veterinary chemical does not contaminate eggs.	You are required to meet recording requirements for the use of agricultural and veterinary chemicals.  <b>Note:</b> Always follow the directions on the label. Ensure that any withholding periods are adhered to. If you have any doubts check with your vet or chemical supply company.	
Are there any other activities regarding use of chemicals on your property that may be relevant to your business?		

## 2. Waste disposal

Activity statements	Recording guide	Your records and notes
Dead birds are collected and disposed of promptly.	<p>Record your standard practice for disposing of dead birds.</p> <p><b>Note:</b> You need to ensure discarded waste materials do not leach into or pollute water ways (dams, creeks, storm water drains etc). You may need to check with your local Council regarding the disposal of waste.</p>	
Litter, nesting material, and poultry manure is discarded.	<p>Record your standard practice for disposing of litter, nesting material and poultry manure.</p> <p><b>Note:</b> You need to ensure discarded waste materials do not leach into or pollute water ways (dams, creeks, storm water drains etc). You may need to check with your local Council regarding the effective disposal of waste on your property.</p>	
Broken eggs are removed from nesting material.	Record how often you check nesting material for broken eggs.	
Are there any other activities on your property that produce waste which could impact your egg production?		

### 3. Bird health

Activity statements	Recording guide	Your records and notes
Birds are purchased from a source that provides assurance of bird disease and vaccination status.	Record details of supplier/s.  <b>Note:</b> Recording sheet templates are available on the BT Product Integrity website noted on the instructions page.	
Sick or injured birds are culled promptly.	Record details of flock mortalities.	
Eggs are discarded if birds appear sick.	Record your standard practice for dealing with eggs collected from sick birds e.g. buried/composted/other.	
Are there any activities on your property that could impact the health of your flock?		

## 4. Maintenance / cleaning of sheds

Activity statements	Recording guide	Your records and notes
Sheds or enclosures are cleaned at regular intervals.	Record what method you use for cleaning sheds, and frequency of cleaning.	
Nesting material is changed frequently.	Record how often nesting material is changed	
Systems are in place to reduce the risk of wild birds, rodents, and pets from entering the shed.	<p>Record how you reduce the risk of birds, rodents and pets from entering shed/s.</p> <p>Record how often bait stations are checked.</p> <p><b>Note:</b> It is important that the areas around the sheds/yards are clean, tidy and do not provide harbourage for vermin.</p>	
Are there any other activities on your property regarding cleaning regimes that may be relevant to egg production?		

## 5. Human health and hygiene

Activity statements	Recording guide	Your records and notes
Hand washing and toilet facilities are available.	Record the hygiene facilities you provide e.g. Toilet, hot and cold running water provided at the hand wash facilities, soap, sanitiser.	
Good hygiene practices are carried out.	Record your standard practices for visitors on health and hygiene matters.  Do visitors have access to birds?	
Do you have any other comments regarding health and hygiene practices relevant to egg production on your property?		

## 6. Skills and knowledge

Activity statements	Recording guide	Your records and notes
<p>As the owner I understand that I am responsible for the management of food safety hazards (anything that could cause harm to a consumer).</p> <p>I am aware of the food safety hazards associated with egg production and take appropriate action as required</p>	<p>Record your experience or training in recognising and preventing food safety hazards.</p>	
<p>Do you have any other comments regarding your skills and experience relevant to egg production?</p>		

## 7. Collection and checking of eggs

Activity statements	Recording guide	Your records and notes
Eggs are collected daily at a minimum.	<p>Record how often you collect eggs.</p> <p><b>Note:</b> During hotter weather it is recommended you increase egg collection frequency.</p> <p>If you find a nest of eggs you didn't previously know about, do not sell them – you have no idea how old the eggs are.</p>	
Cleaning of dirty eggs.	<p>Record your standard practice for managing dirty eggs.</p> <p><b>Note:</b> Wet washing of eggs is not recommended for home producers because it increases risk of contamination. Washing removes the protective cuticle from the eggshell and can increase penetration of bacteria into the egg.</p>	
Cracked and dirty eggs are discarded.	<p>Record your standard practice for checking eggs for cracks and soiling. How do you dispose of damaged eggs?</p> <p><b>Note:</b> Do not sell or supply cracked or dirty eggs. If an egg is cracked or dirty it's more likely to contain Salmonella, which is why it is not permitted under the Standard.</p>	
Egg handling equipment is cleaned frequently, including the egg stamp.	<p>Record your standard practice for cleaning equipment.</p>	
Are there any other comments you would like to make regarding soiled or damaged eggs?		

## 8. Storage and temperature control

Activity statements	Recording guide	Your records and notes
<p>Eggs are kept cool (below 20°C is best).</p>	<p>Record how you keep your eggs cool during storage and transport.</p> <p><b>Note:</b> Keep eggs cool during storage and transport – eggs keep best between 15 and 20°C. Don't leave eggs in direct sunlight for even short periods, or near equipment that generates heat, for example the back of a fridge, or near a stove.</p> <p>It is recommended the purchaser of the eggs store the eggs in the refrigerator</p>	
<p>Any other activities relevant to egg production?</p>		

## 9. Traceability, stamping and supply

Activity statements	Recording guide	Your records and notes
Eggs are stamped.	<p>All eggs intended for sale/supply are stamped with the hand stamp provided, using food grade ink.</p> <p><b>Note:</b> Eggs are not to be stamped with any other marking other than the numeric code assigned to you by Biosecurity Tasmania.</p>	
<p>Cartons or trays are labelled so eggs can be traced back to the farm where they were laid.</p> <p><b>NOTE: Second hand egg cartons are not to be reused for the sale of eggs</b></p> <p>The full labelling requirements <i>applicable under the Food Standards Code can be found in Chapter 1 – Part 1.2 Labelling and other information requirements</i>. This can be accessed at:  <a href="http://www.foodstandards.gov.au/code/Pages/default.aspx">http://www.foodstandards.gov.au/code/Pages/default.aspx</a></p>	<p>Record your labelling system for your cartons or trays.</p> <p><b>Note:</b> Labeling of cartons must include at a minimum:</p> <ul style="list-style-type: none"> <li>- Your name and contact details</li> <li>- A best before date. (Maximum of thirty-five (35) days from date of packing is recommended.)</li> <li>- A form of identification such as batch number (the best before date can act as your batch number).</li> </ul>	
Recording the sale or supply of your eggs for human consumption.	<p>The BT Product Integrity website has record sheet templates for your use, or you can keep invoices or delivery dockets. You must have a means of linking egg sales to a lot ID.</p> <p><b>Note:</b> For sale of eggs directly to the public (roadside stall, markets etc.) you must record the quantity sold each day and the location where they were sold.</p> <p>For the sale of eggs to a business (restaurant, food business, wholesale etc) you must record the quantity sold to each customer.</p>	
Are there any other comments you would like to make regarding your activities relevant to egg production?		

## EXAMPLE ONLY – Not to be completed.

### EXAMPLE ONLY - Food safety management statement

The following is an example to help you complete your egg production management statement and is based on a fictional egg production business. In some cases more than one example response is given to illustrate different scenarios. Your records and notes should reflect your specific activities (they may not be the same as in this example).

#### 1. Inputs

##### (a) Feed, water and litter management

Activity statements	Recording guide	Your records and notes
Feed and nesting materials are purchased from reputable supplier/s.	Record name and address of supplier/s or retain receipts. <b>Note:</b> Record sheet templates are available on the BT Product Integrity website noted on the instructions page.	Example – We purchase all our feed and litter from xx (name address of supplier). Receipts are kept in the tax file.
Feed is stored in clean, dry, vermin proof storage area.	Record how often storage equipment is cleaned. Record how you keep feed stores vermin proof.	Example – We clean our storage containers before we add new feed to the containers. The storage containers have covers and vermin proof seals. Example – Waste feed is kept to a minimum to discourage vermin. Example – Bait stations are checked daily.
Water supply is clean and fresh.  Water is stored in a clean, enclosed tank (if stored).	Record the type of water supply used (e.g. town, tank, or pond).  Record your standard practice for ensuring a clean, fresh water supply, for example filtration, chlorination etc., if you don't use town water.	Example – Good quality Town water/tank water supply is used. No further treatment is undertaken.
Any other activities relevant to your business?		Example – N/A. No nesting material used.

## EXAMPLE ONLY – Not to be completed.

### (b) Chemicals

Activity statements	Recording guide	Your records and notes
Agricultural chemicals are purchased from an accredited supplier.	<p>Record details of supplier/s and product/s or retain receipts.</p> <p><b>Note:</b> An approved/accredited supplier record sheet is provided if you wish to use it.</p>	<p>Example – All receipts are retained and filed.</p>
Veterinary chemicals are purchased from a veterinarian or vet supply shop.	<p>Record details of veterinarian/vet supplier and product/s or retain receipts.</p> <p><b>Note:</b> An approved/accredited supplier record sheet is provided if you wish to use it.</p>	<p>Example – All receipts are retained and filed.</p>
Use of agricultural and veterinary chemical does not contaminate eggs.	<p>You are required to meet recording requirements for the use of agricultural and veterinary chemicals.</p> <p><b>Note:</b> Always follow the directions on the label. Ensure that any withholding periods are adhered to. If you have any doubts check with your vet or chemical supply company.</p>	<p>Example – Records are kept according to the NRE requirements for recording chemical use.</p>
Are there any other activities regarding use of chemicals on your property that may be relevant to your business?		<p>Example – None identified.</p>

## EXAMPLE ONLY – Not to be completed.

### 2. Waste disposal

Activity statements	Recording guide	Your records and notes
Dead birds are collected and disposed of promptly.	<p>Record your standard practice for disposing of dead birds.</p> <p><b>Note:</b> You need to ensure discarded waste materials do not leach into or pollute water ways (dams, creeks, storm water drains etc). You may need to check with your local Council regarding the disposal of waste.</p>	<p>Example – Dead birds are collected immediately and composted / buried immediately at a location 30m from the poultry shed.</p>
Litter, nesting material, and poultry manure is discarded.	<p>Record your standard practice for disposing of litter, nesting material and poultry manure.</p> <p><b>Note:</b> You need to ensure discarded waste materials do not leach into or pollute water ways (dams, creeks, storm water drains etc). You may need to check with your local Council regarding the effective disposal of waste on your property.</p>	<p>Example – Manure is collected and composted then spread on paddocks as fertiliser.</p>
Broken eggs are removed from nesting material.	<p>Record how often you check nesting material for broken eggs.</p>	<p>Example – broken eggs are immediately removed and discarded upon discovery, as is any soiled nesting material.</p>
Are there any other activities on your property that produce waste which could impact your egg production?		

## EXAMPLE ONLY – Not to be completed.

### 3. Bird health

Activity statements	Recording guide	Your records and notes
Birds are purchased from a source that provides assurance of bird disease and vaccination status.	Record details of supplier/s.  <b>Note:</b> Recording sheet templates are available on the BT Product Integrity website noted on the instructions page.	Example – All birds are purchased from xx (name and address). Receipts of the purchase are retained on file.
Sick or injured birds are culled promptly.	Record details of flock mortalities.	Example – Mortalities are recorded in a diary.
Eggs are discarded if birds appear sick.	Record your standard practice for dealing with eggs collected from sick birds e.g. buried/composted/other.	Example – Sick birds are removed from flock immediately and eggs from these birds are discarded.
Are there any activities on your property that could impact the health of your flock?		Example – None identified.

**EXAMPLE ONLY – Not to be completed.**

#### 4. Maintenance / cleaning of sheds

Activity statements	Recording guide	Your records and notes
Sheds or enclosures are cleaned at regular intervals.	Record what method you use for cleaning sheds, and frequency of cleaning.	<p>Example – When birds are out of shed (every 6 months), the manure is scraped and the entire shed is cleaned with a high pressure hose and opened to the sun to dry out.</p> <p>Example – Sheds are cleaned twice a year and litter and manure is composted and re-used as fertiliser.</p>
Nesting material is changed frequently.	Record how often nesting material is changed.	<p>Example – Manure is collected fortnightly, composted then bagged and sold on roadside.</p>
Systems are in place to reduce the risk of wild birds, rodents, and pets from entering the shed.	<p>Record how you reduce the risk of birds, rodents and pets from entering shed/s.</p> <p>Record how often bait stations are checked.</p> <p><b>Note:</b> It is important that the areas around the sheds/yards are clean, tidy and do not provide harbourage for vermin.</p>	<p>Example – Gates and fences are used to keep larger animals out of the production area.</p> <p>Example - Bait stations are checked daily.</p> <p>Example – Traps are set regularly for wild birds.</p>
Are there any other activities on your property regarding cleaning regimes that may be relevant to egg production?		<p>Example – None identified.</p>

**EXAMPLE ONLY – Not to be completed.**

## 5. Human health and hygiene

Activity statements	Recording guide	Your records and notes
Hand washing and toilet facilities are available.	Record the hygiene facilities you provide e.g. Toilet, hot and cold running water provided at the hand wash facilities, soap, sanitiser.	Example – The bathroom in the house is used for hand washing. It has Hot and cold running water and liquid soap. Hand sanitiser is available in the house..
Good hygiene practices are carried out.	Record your standard practices for visitors on health and hygiene matters.  Do visitors have access to birds?	Example – We regularly wash our hands and ensure that our clothes are clean and tidy while handling the eggs.
Do you have any other comments regarding health and hygiene practices relevant to egg production on your property?		Example – None identified.

## 6. Skills and knowledge

Activity statements	Recording guide	Your records and notes
As the owner I understand that I am responsible for the management of food safety hazards (anything that could cause harm to a consumer).  I am aware of the food safety hazards associated with egg production and take appropriate action as required	Record your experience or training in recognising and preventing food safety hazards.	Example – I have read and understand the requirements of Standard 4.2.5 Primary Production Standard for Eggs and Egg Production.  I have been keeping chickens for many years and have always ensured that the chickens are healthy and they produce quality eggs
Do you have any other comments regarding your skills and experience relevant to egg production?		Example – None identified.

## EXAMPLE ONLY – Not to be completed.

### 7. Collection and checking of eggs

Activity statements	Recording guide	Your records and notes
Eggs are collected daily at a minimum.	<p>Record how often you collect eggs.</p> <p><b>Note:</b> During hotter weather it is recommended you increase egg collection frequency.</p> <p>If you find a nest of eggs you didn't previously know about, do not sell them – you have no idea how old the eggs are.</p>	<p>Example Eggs are collected daily in the mornings.</p>
Cleaning of dirty eggs.	<p>Record your standard practice for managing dirty eggs.</p> <p><b>Note:</b> Wet washing of eggs is not recommended for home producers because of an increased risk of contamination. Washing removes the protective cuticle from the eggshell and can increase penetration of bacteria into the egg.</p>	<p>Example – Lightly soiled eggs are dry cleaned. Heavily soiled eggs are composted.</p>
Cracked and dirty eggs are discarded.	<p>Record your standard practice for checking eggs for cracks and soiling. How do you dispose of damaged eggs?</p> <p><b>Note:</b> Do not sell or supply cracked or dirty eggs. If an egg is cracked or dirty it's more likely to contain Salmonella, which is why it is not permitted under the Standard.</p>	<p>Example – Checked daily during egg collection and broken eggs are removed.</p> <p>Example – All eggs are candled and any cracked or heavily soiled eggs are composted.</p>
Egg handling equipment is cleaned frequently, including the egg stamp.	<p>Record your standard practice for cleaning equipment.</p>	<p>Example – Any equipment that is used while handling eggs is washed with warm soapy water.</p>
Are there any other comments you would like to make regarding soiled or damaged eggs?		<p>Example – Lightly soiled eggs that are unfit for sale are consumed by us in our home.</p>

**EXAMPLE ONLY – Not to be completed.**

## 8. Storage and temperature control

Activity statements	Recording guide	Your records and notes
Eggs are kept cool (below 20°C is best).	<p>Record how you keep your eggs cool during storage and transport.</p> <p><b>Note:</b> Keep eggs cool during storage and transport – eggs keep best between 15 and 20°C. Don't leave eggs in direct sunlight for even short periods, or near equipment that generates heat, for example the back of a fridge, or near a stove.</p> <p>It is recommended the purchaser of the eggs store the eggs in the refrigerator</p>	<p>Example – The eggs are stored in a cool dry room out of the sun until they are sold.</p> <p>Example – Eggs are sold locally and delivered in the mornings in an air conditioned car.</p> <p>Example – Purchasers are recommended to store the eggs in the fridge after purchase</p>
Any other activities relevant to egg production?		Example – None identified.

## 9. Traceability, stamping and supply

Activity statements	Recording guide	Your records and notes
Eggs are stamped.	<p>All eggs intended for sale/supply are stamped with the hand stamp provided, using food grade ink.</p> <p><b>Note:</b> Eggs are not to be stamped with any other marking other than the numeric code assigned to you by Biosecurity Tasmania.</p>	

**EXAMPLE ONLY – Not to be completed.**

<p>Cartons or trays are labelled so eggs can be traced back to the farm where they were laid.</p> <p><b>NOTE: Second hand egg cartons are not to be reused for the sale of eggs</b></p> <p>The full labelling requirements <i>applicable under the Food Standards Code can be found in Chapter 1 – Part 1.2 Labelling and other information requirements</i>. This can be accessed at:  <a href="http://www.foodstandards.gov.au/code/Pages/default.aspx">http://www.foodstandards.gov.au/code/Pages/default.aspx</a></p>	<p>Record your labelling system for your cartons or trays.</p> <p><b>Note:</b> Labeling of cartons must include at a minimum:</p> <ul style="list-style-type: none"> <li>- Your name and contact details</li> <li>- A best before date. (Maximum of thirty-five (35) days from date of packing is recommended.)</li> <li>- A form of identification such as batch number (the best before date can act as your batch number).</li> </ul>	<p>Example - Cartons come from the manufacturer with our labels printed on them. A date stamp is added at the time of grading/packing.</p> <p>Example - Catering trays are packed into a sealed box. A label is put on top of box with all labelling requirements. The box is date stamped at the time of grading/packing.</p>
<p>Recording the sale or supply of your eggs for human consumption.</p>	<p>The BT Product Integrity website has record sheet templates for your use, or you can keep invoices or delivery dockets. You must have a means of linking egg sales to a lot ID.</p> <p><b>Note:</b> For sale of eggs directly to the public (roadside stall, markets etc.) you must record the quantity sold each day and the location where they were sold.</p> <p>For the sale of eggs to a business (restaurant, food business, wholesale etc) you must record the quantity sold to each customer.</p>	<p>Example – All sales are recorded in a diary with name of purchaser (wholesale) or place of sale (if market or farm gate), date of sale, quantity sold, lot ID and best before date.</p> <p>Example - All delivery dockets are kept and filed.</p>
<p>Are there any other comments you would like to make regarding your activities relevant to egg production?</p>		<p>Example - None identified.</p>